

# EXPEDITED PLAN REVIEW REQUEST

Revised May 10, 2007

## INSTRUCTIONS:

1. Plans are submitted at the counter for expedited review with this form completed
2. Plans & request are to be delivered to the Plan Review Engineer without delay
3. The applicant is notified within 24 hours if expedited review is available & the fee total
4. Plan review fees are to be paid prior to the release of City's comments or approved plans

## I HEREBY REQUEST EXPEDITED PLAN REVIEW FOR

\_\_\_\_\_  
I UNDERSTAND THAT THE REVIEW FEES ARE TWICE THE NORMAL RATE, THAT THE FIRST REVIEW TIME IS REDUCED TO HALF THE PREVAILING REVIEW TIME, AND THAT THE FEES ARE DUE AND PAYABLE PRIOR TO RECEIVING THE CITY'S COMMENTS (RED LINES) OR APPROVED PLANS.

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_, DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

----- City use only below this line ----- City use only below this line -----

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ HTE No. \_\_\_\_\_

Approved to Expedite by: \_\_\_\_\_ Date Due: \_\_\_\_\_

Comments:

**NOTE: The normal goal for review time for first review is 15 working days and subsequent reviews are 10 days. The City is currently experiencing a high volume of plan submittals. Efforts will be made to complete your plan review on schedule.**